

MULLAVILLY PRIMARY SCHOOL



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Principal: Mrs L McClimonds, B.Ed, PGCE, PQH

15 October 2019

Dear Parent/Guardian

Please note the following procedures for sending money into school.

1. All monies should be in an envelope or money pouch and clearly marked with your child's name. It is also essential that you write the details of what the monies are for.
2. Dinner money should be submitted on a Monday (or the first day of the school week). Please indicate the days on which dinner will be required that week. Please submit separate envelopes for individual children. **DO NOT PUT MONEY FOR CHILDREN IN DIFFERENT CLASSES IN THE SAME ENVELOPE.** Dinner money may also be paid monthly. If paying by cheque please make cheques payable to "Education Authority – Southern Region".
3. Breakfast Club money should be paid directly to Miss Black on arrival at Breakfast Club each morning. This can be paid weekly if desired.
4. It would be appreciated if you could send in the correct amount of money for all payments as giving change cannot always be guaranteed on the same day.
5. Monies that are not presented to school in the correct way often get lost and take extra time to process. Due to the important teaching and administration time monies not received in the correct way will be returned.

Unfortunately, more and more children are coming to school without snack money to pay the cook. We do not wish children to go hungry and have always accommodated those children by providing them with 30p to pay for their snack. It is a regular occurrence that this money is not paid back to school. **PLEASE ENSURE THAT YOUR CHILD HAS A SNACK OR MONEY TO PURCHASE A SNACK EVERY DAY.** Again dealing with these issues is disruptive to the class and adds to the administration in an already busy office.

Thank you for your cooperation in assisting us with these requests.

Yours sincerely

L A McClimonds (Mrs)
Principal